

VENUE ADMINISTRATOR

NATURE AND PURPOSE OF WORK

Position is responsible for booking events and the leasing of the Frem Boustany Convention Center and the Heymann Performing Arts Theater, assuring that the “in-house” technical systems are in working order, and assuring that all staging, equipment and personnel required for events are properly programmed and assigned. The incumbent handles contract administration for the leases of the facilities and assists the Arts & Culture Manager in overseeing and directing matters and issues related to the day-to-day operations of the division. Incumbent works under the general direction of the Arts & Culture Manager and may have lead worker responsibilities over a crew performing technical work. Position is supervisory of administrative staff only.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Handles booking events for the leasing of the facilities, including contract administration.

Assists clients in identifying and estimating all costs associated with the production and staging of an event. Coordinates with staff to generate reports for client, assuring equipment and support personnel required for an event are properly identified and assigned.

Assists in the promotion of the facilities by meeting with prospective clients and community organizations regarding the facilities, rental rates, schedules and services provided. Administers and maintains all fiscal and personnel records for the division. Maintains the records and accounts of two advisory commissions.

Schedules maintenance and training for the stage rigging system, lighting systems and sound systems. Acts as technical support to the production coordinator in the areas of: sound reinforcement, power hook-up/distribution, lighting, rigging, and audio/visual. Assures the proper coordination of sound, lighting, rigging, and audio/visual during performances.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of principles and practices of convention/performing arts center operations and maintenance.

Knowledge of the standard methods, materials, tools and equipment used in the stage operations of a convention or cultural center.

Thorough knowledge of entertainment and meeting/convention facilities leasing contracts.

Knowledge of and ability to work with computer hardware, software, and related applications as required.

Knowledge of the principles and operating characteristics of stage lighting, sound and rigging equipment.

Knowledge of the occupational hazards and necessary safety precautions applicable to a theater stage.

Skill in the use and care of technical equipment associated with a performing arts center.

Ability to establish and maintain effective working relationships with employees, entertainers, promoters, community leaders, volunteers and the general public.

Ability to express ideas clearly and effectively, both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school supplemented extensive experience or vocational training in theater operations, including event/facility booking and technical preparation or an equivalent combination of training and experience.